

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

YOKOTA AIR BASE INSTRUCTION 23-125

13 MAY 2013



Materiel Management

LOCAL MANUFACTURE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Planning Document 21-1, *Air and Space Maintenance*. It is used in conjunction with Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, and Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*. It establishes local manufacture procedures and identifies specific responsibilities for requesting and fabricating activities and the Flight Service Center (FSC). It designates approval authorities, documentation requirements and routing procedures. This instruction applies to all Yokota AB units submitting local manufacture requests to the 374th Logistics Readiness Squadron (374 LRS). Ensure all records (e.g., 374 AW Form 36, *Local Manufacture Request*; Air Force (AF) Forms 601, *Equipment Action Request*, and 2005, *Issue Turn-In Request*, Department of Defense (DD) Forms 1348-6, *Single Line Item Requisition System Document*, work orders, drawings, blueprints, appointment letters, etc.) created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

1. General: Commanders will ensure compliance with this instruction and supply guidance as required for maintaining proper integrity and eliminating abuse.

2. Responsibilities:

2.1. The Flight Chief of the fabricating activity has local manufacture (LM) approval authority for:

2.1.1. Stock listed items coded for LM (Source of Supply [SOS] JBD or Illustrated Parts Breakdown Source Maintenance Repair [SMR] Code MF* or AF* with acquisition advice code [AAC] F).

2.1.2. Non-stock listed items to be made per technical order (TO)/drawing specification.

2.2. 374 MXG/CC (or representative designated in writing) has LM approval authority for:

2.2.1. Stock listed items not coded for LM (not SOS JBD or SMR Code Manufactured or fabricated at intermediate level [MF*]).

2.2.2. Non-stock listed items to be made per other than technical order/drawing specification.

2.3. The section Non-Commissioned Officer In-Charge (NCOIC) has approval authority for LM requests (other than LM tools) required to facilitate their own section's production. Maintenance performed by these sections requires extensive use of custom made templates, patterns, forming and holding fixtures, hardware extraction/installation tools and alignment devices on a routine basis. Manufacture of these items is covered in their technical training, Career Development Course books, general methods and procedural TO (reference AFI 21-101, paragraph 11.19.) and do not require LM paperwork.

2.4. LM of munitions related items and equipment must be processed and approved IAW AFI 21-101, Chapters 4, 7, and 16.

2.5. Tools requiring LM will be approved by the 374 MXG Quality Assurance Office IAW AFI 21-101 and 374 MXG OI 21-124.

2.6. MICAP LMs do not follow the procedures listed in this document. All MICAP requests must be processed IAW AFMAN 23-110, Volume 2, Part 2, Chapter 11, Attachment 11C13.

3. Requesting Activity will:

3.1. Research item requiring LM and ensure it cannot be obtained through normal supply channels. If item can be ordered, it will be placed on order with appropriate priority. The supply document number associated with this transaction will be required when processing LM request. When requesting items, approval will not be granted solely on local procurement versus material costs or availability through normal supply channels. Man hours required to complete the project and equipment availability will also be considered during approval process.

3.2. Complete a YOKOTA AB Form 36 ([Attachment 2](#)) and submit through the appropriate agency.

3.3. Create and load a work order in GO81 or the Integrated Maintenance Data System (IMDS) for production tracking and documentation against the LM. If more than one shop is involved in the manufacture process, a work order will be created for each work center.

3.4. Provide the following supporting documentation to FSC:

3.4.1. Approved LM request form (YOKOTA AB 36).

3.4.2. DD Form 1348-6, *Single Line Item Requisition System Document*, AF Form 2005, *Issue/Turn-In Request*, AF Form 601 (if required), *Equipment Action Request*.

3.4.3. Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LM. These items may be found in the Integrated Electronic Technical Manual System (IETMS), the Joint Engineering Data Management Information and Control System (JEDMICS), or obtained from local Air Force Engineering Technical Service (AFETS) representatives.

3.4.4. Supply/purchase order documents for materials needed for the LM (may include raw materials, hardware, and/or tooling).

3.4.5. Paper copies of GO81 or IMDS work order(s) for LM.

3.5. Route supporting documentation to the manufacturing work center and appropriate approving official(s) as identified in paragraphs 2.1. and 2.2.

4. Manufacturing Activity will:

4.1. Verify ability to fabricate the requested LM. A fabricating section 7-level will verify ability to manufacture and consult with requester concerning possibilities of LM, assist in design of item, determine material specifications if not already designated in technical data or like specifications, and determine proper quantity of materials/consumable parts needed. If the requester already has a LM form (YOKOTA AB 36) available, annotate any pertinent information and refer to FSC if manufacture is possible. Price of the item will be based on availability of material and not total cost of item.

4.2. Execute requested LM. Once paperwork is approved and materials/consumables received, completion of item will be based upon priority requested. Items with same priorities, work requests are accomplished in the order received unless instructed otherwise by fabricating activity's supervision.

4.3. Contact the 374 LRS Flight Service Center (FSC) upon completion of LMs and forward property for receipt processing.

5. Supply Procedures for Local Manufacture:

5.1. The normal procedure for requesting a LM item is for the requesting activity to submit the request through the LRS/Supply activity. However, there are situations where the LM item request does not have to be processed through the LRS/Supply activity.

5.2. 374 LRS (FSC) will appoint, in writing, a primary and alternate Local Manufacture Manager. The LM Manager will:

5.2.1. Create a file of all LM requests. Folders should contain the following:

5.2.1.1. Approved LM requests (YOKOTA AB 36).

5.2.1.2. Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LMs.

5.2.1.3. Supply/purchase order documents for materials/consumable parts.

- 5.2.1.4. Paper copies of IMDS work orders for LMs.
- 5.2.2. Process documents IAW AFMAN 23-110 for all LMs submitted. These will include at a minimum:
 - 5.2.2.1. Approved LM request (YOKOTA AB 36).
 - 5.2.2.2. DD Form 1348-6, AF Forms 601 or 2005.
 - 5.2.2.3. Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LM.
 - 5.2.2.4. Paper copies of IMDS work order(s) for LM.
- 5.2.3. If the requested LM item is not stock listed, work with Customer Service personnel to assign an ERRCD and a locally assigned stock number after the 1348-6 paperwork is completed.
- 5.2.4. Assist in verifying parts availability.
 - 5.2.4.1. If parts are available, bits and pieces along with all paperwork will be forwarded to the repair section for manufacture.
 - 5.2.4.2. If parts are not available and the requirement is MICAP the FSC local manufacture manager will input the bits and pieces requirements with TEX "7"; appropriate MICAP UJC; JCN in the work-order field, aircraft tail number (SRD and WUC) in the mark-for, and notify the AFGLSC who will accomplish MICAP verification and requisition processes.
 - 5.2.4.2.1. To complete the MICAP process, when bits and pieces are received they will be released to the appropriate repair shop for manufacture of the item.
 - 5.2.4.2.2. The request for the LM item will remain on order until the item is complete and received by Supply for REC/DOR processing.
 - 5.2.4.3. For non-MICAP requirements, the FSC LM manager will back order the requirements with the appropriate UJC and JCN in the work order field.
- 5.2.5. Once all paperwork is completed and all bits and pieces are received/available, forward all items needed for the LM to the repair section for manufacture.
- 5.3. If the requested LM item is beyond base maintenance capability to manufacture, maintenance personnel will return the work order request with the reason for non-manufacture to Stock Control.
 - 5.3.1. Stock Control will cancel the LM due-in detail record and assign REX code "2".
- 5.4. Upon completion of manufacture the finished product will be forwarded back to FSC for REC/DOR processing, and then issued to the customer.

6. Local Manufacture of Aircraft Components and Hardware:

- 6.1. Aircraft components, assemblies, and hardware requiring LM fall into two categories:
 - 6.1.1. Items coded as LM per applicable TO guidance have automatic approval and may be locally manufactured without additional authority beyond the TO. Paperwork shall still be routed as identified in paragraphs 3, 4, and 5 of this instruction.

6.1.2. Items that have other SMR codes may be locally manufactured providing the following two conditions are met:

6.1.2.1. The SMR code does not specifically prohibit LM.

6.1.2.2. Manufacture can be accomplished without deviation from technical drawings, blueprints, equipment technical directives or covered under applicable general maintenance practices and within the capabilities of the primary work center.

6.2. Procurable assets may be approved by the 374 MXG/CC or designated representative. Procurable assets will only be locally manufactured when normal procurement will result in unacceptable mission impact as determined by the production superintendent. Example: Part is SMR-Coded PAA, without a favorable EDD, fabricating activity has all capabilities to manufacture IAW technical drawings, blueprints, equipment technical directives or covered under applicable general maintenance practices and within the capabilities of the primary work center. Approval authority is 374 MXG/CC or designated representative.

6.2.1. Requesting activity will contact COSO or MSL to initiate procedures listed in paragraph 3.

6.2.2. Identify and coordinate LM request to 374 MXG/CC or designated representative for approval.

6.3. Items identified with a restrictive SMR code will not be manufactured without approval of Depot Engineering. As per paragraph 6.4., submit request for applicable procedures to seek approval following guidance listed in TO 00-25-107.

6.4. Assets requiring modification or deviation from applicable technical guidance must be approved by Depot Engineering via TO 00-25-107 request, submitted in AIRCAT in which case engineering disposition, blueprint or drawing must be made available prior to establishing a work request. Example: Part is SMR-Coded PAA, without a favorable EDD, fabricating activity has all capabilities to manufacture IAW technical drawings, blueprints, equipment technical directives or is covered under applicable general maintenance practices, but lacks the ability perform a listed procedure (i.e., to shot peen, perform cadmium plating, etc), 00-25-107 TAR is required to LM the part while deviating from technical data.

6.4.1. Once the 00-25-107 TAR is approved, follow paragraph 6.2 to complete the request.

6.5. Aircraft screws, bolts and other externally aircraft threaded hardware cannot be locally manufactured or repaired in any manner. Replace parts with another of identical specifications. Clean or repair internal threads by installing inserts IAW applicable aircraft technical data.

MARK R. AUGUST, Colonel, USAFCommander,
374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 29 June 2006

AFMAN 23-110, *USAF Supply Manual*, 1 July 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

YOKOTA AB Form 36, *Local Manufacture Request*

Adopted Forms

AF Form 601, *Equipment Action Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2005, *Issue/Turn-In Request*

DD Form 1348-6, *Single Line Item Requisition System Document*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

AB—Air Base

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

CC—Commander

CD—Deputy Commander

DD—Department of Defense

FSC—Flight Service Center

IAW—In Accordance With

ICARR—Inspection Corrosion and Repair Reporting

IETMS—Integrated Electronic Technical Manual System

IMDS—Integrated Maintenance Data System

JCN—Job Control Number

LM—Local Manufacture

LRGMMF—Local Manufacturing Manager

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

MICAP—Mission Capability

MXG—Maintenance Group

MXMF—Fabrication Flight

NCOIC—Noncommissioned Officer In-Charge

REC—Receipt

SMR—Source Maintenance Repair

SOS—Source of Supply

SPR—Special Requisition

TO—Technical Order

TEX—Transaction Exception

TRIC—Transaction Identification Code

UJC—Urgency Justification Code

Attachment 2

LOCAL MANUFACTURE REQUEST

Figure A2.1. Sample Yokota AB 36, Local Manufacture Request

LOCAL MANUFACTURE REQUEST				
1. NATIONAL STOCK NO. (NSN)		2. PART NO. (P/N)		
3. DOCUMENT NO.		4. NOUN		
5. PRIORITY		6. MICAP <input type="checkbox"/> YES <input type="checkbox"/> NO		7. QUANTITY
8. TECHNICAL ORDER NO.	9. FIGURE	10. INDEX	11. SOURCE MAINTENANCE RECOVERABILITY(SMR)	
REQUESTER				
12. TYPED/PRINTED NAME (LAST, FIRST, MI)		13. UNIT/OFFICE SYMBOL		14. TELEPHONE NO.
15. SAMPLE <input type="checkbox"/> AVAILABLE <input type="checkbox"/> REQUIRED				16. EST. COST OF FABRICATION
17. MANUFACTURING SHOP SUPERVISION	UNIT/OFFICE SYMBOL	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE	
18. 374TH MAINTENANCE SQ CHIEF MAINTENANCE	UNIT/OFFICE SYMBOL 374 MXS/MXM	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE	
19. QUALITY ASSURANCE	UNIT/OFFICE SYMBOL 374 MXG/MXQ	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE	
20. 374TH MAINTENANCE GROUP (COMMANDER/DESIGNATED REP)	UNIT/OFFICE SYMBOL	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	SIGNATURE	
PARTS REQUIRED				
P/N	NSN	QUANTITY	STATUS	COST
TOTAL COST:				